



We are currently accepting applications for the full-time position of:

Assistant Town Manager for Finance

Position Salary Range: \$134,997 *
With excellent benefits

*Hiring range based on education and experience.

<p>The position will remain open until filled. Applications received before October 10, 2016 will be given preference.</p>
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GENERAL PURPOSE

Plan, coordinate, and direct the activities of the Finance Department, including accounting, financial reporting, budget preparation, treasury, and the collection of taxes, fees, and other receipts.

SUPERVISION RECEIVED

Reports to the Town Manager as Assistant Town Manager for Finance and to the Board of Selectmen as appointed Comptroller.

SUPERVISION EXERCISED

Responsible for the supervision of all finance staff, either directly or through subordinate supervisors, in such position titles as Town Accountant, Budget Officer, Director of Purchasing, Town Treasurer, Director of Assessing and Utility Enterprise Business Manager. Establishes work procedures and/or performance standards, provides performance feedback, conducts formal performance reviews, hires and orientates new employees, schedules work hours/grants time off, provides training and development, assigns/reviews work, and disciplines employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Assistant Town Manager / Finance:

Develop, manage and monitor the department's annual operating budget and capital improvement plans. Participate in preparation of annual Town budget; assist in budget planning sessions. Monitor Town department appropriations.

Establish policy and enforce departmental rules, regulations, work methods and procedures.

Plan, direct, evaluate and exercise general supervision over the work of the department to include the management of financial accounting programs, record keeping, accounting practices, examination of bi-weekly payrolls and town department invoices, Town debt and credit position, preparation of financial reports, and the collection of taxes, fees, and other receipts in accordance with laws and regulations.

Participate in the fiscal planning for the Town; review and recommend fiscal debt management policies in conjunction with the Treasurer/Collector and other staff. Authorize the Treasurer to disburse funds.

Serve as chief financial advisor to the Town Manager. Perform general management duties for the Town Manager as assigned.

Maintain current working knowledge of new legislation, regulations and changes in accounting procedures through publication review, attendance at meetings and conferences, and active participation in professional associations.

Actively participate as a member of the Senior Management Team. Work collaboratively to set the direction for the municipal organization, continually improve Town services, and appropriately allocate organizational resources across Town departments.

Comptroller:

Prescribe the methods of installation and exercise supervision over all accounting records of the several officers, boards, department, committees and commissions of the Town.

Establish standard practices relating to all accounting matters and procedures and the co-ordination of systems throughout the Town.

Draw all warrants upon the treasurer for the payment of bills, drafts and orders chargeable to the several appropriations and other accounts.

Prior to submission to the Town Manager, examine and approve accounts payable and payroll warrants as not being fraudulent, unlawful, or excessive.

Responsible for a continuous audit of all accounts and records of the Town.

Serve as ex-officio member without vote and provide staff support for the Appropriation Committee. Represent the Town at various conferences and meetings. Provide staff support to Capital Expenditures Committee and Community Preservation Committee.

Procurement Duties:

Oversee purchasing, procurement, and contracting functions and authorize purchase orders.

Retirement Duties:

Interact with other Town department staff, Town employees, retirees, and financial institutions in the performance of the responsibilities of the position. Serve as Ex-Officio Member of the Lexington Contributory Retirement Board; provide guidance and staff support.

Share the fiduciary responsibility associated with a retirement fund.

Information Technology Duties:

Work in collaboration with the Chief Information Officer to oversee the central computerized financial and management information system of the Town.

QUALIFICATIONS***Experience and Training Guidelines***

Master's Degree from an accredited college or university in finance, economics, accounting or a related field, and a minimum of ten (10) years of municipal finance experience; or any equivalent combination of education and experience.

Knowledge of:

Operations, services and activities of a comprehensive municipal finance department.

Principles and practices of governmental finance; program development; administration and evaluation; project management; staff supervision, training and performance management; and municipal budget preparation and administration.

Pertinent Federal, State and local laws, codes and regulations.

Ability to:

Lead and direct the operations, services and activities of a municipal finance department.

Develop and administer department goals, objectives, and procedures.

Plan, organize, direct and coordinate the work of staff; select, supervise, train, evaluate, and discipline; delegate authority and responsibility.

Research, analyze and evaluate new service delivery methods and techniques.

Identify and respond to Board of Selectmen, Town Manager and Community issues, concerns and needs.

Analyze problems, identify alternative solutions, project consequences of proposed actions and recommend courses of action.

Prepare and administer budgets; prepare clear and concise administrative and financial reports.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Interpret and apply federal, state and local policies, laws and regulations.

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- *Walking, standing or sitting for extended periods of time*
- *operating office equipment including computer, copier and telephone.*

Maintain effective audio-visual discrimination and perception needed for:

- *making observations*
- *communicating with others*
- *reading and writing*
- *answering questions*
- *speaking in a clear and audible voice.*

Maintain mental capacity that permits:

- *making sound decisions and using good judgment*
- *demonstrating intellectual capabilities*
- *estimating time and materials needed for projects*
- *evaluating the effectiveness of programs and personnel*
- *recommending effective policies and procedures*
- *prioritizing and assigning work activities*
- *analyzing and interpreting data and trends*
- *performing mathematical and statistical computations*
- *communicating clearly*
- *responding to questions.*

Effectively handle a work environment and conditions that involve:

- *working closely with others*
- *working with the public*
- *working outside of normal office hours, as required.*

TOOLS AND EQUIPMENT USED

Office equipment (personal computer, telephone, copier, facsimile, etc.), and passenger vehicle.

PHYSICAL DEMANDS

The physical demands listed are representative of those that must be met by the employee to successfully perform the essential functions of this job. Reasonable accommodation may be

made to enable individuals with disabilities to perform the essential functions of the job.

While performing the duties of this job, the employee is required to sit, talk, hear, walk, use hands to finger, handle, or feel. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

This position requires frequent attendance at early morning and late evening meetings, particularly from September through May.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those that the employee encounters while performing the essential duties of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of this job.

Work is performed mostly in office settings. The noise level in the work environment is usually quiet.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: _____
Appointing Authority

Effective Date: July 1, 2013

Revision History: August 8, 2016